



**Illinois Department  
of Transportation**

**Notice of Vacancy**

IPR# 40233

DATE: January 30, 2015

**TITLE:** Accountant Advanced

**OFFICE:** Office of Finance & Administration/Bureau of Business Services

**CONTRACT:** AFSCME – RC062

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:**

Under the direction of the Accounting Unit Manager, performs complex accounting and auditing work for the central offices/divisions. Examines and analyzes appropriation balances and initiates the transfer of funds. Monitors account expenditures for designated line items and funds. Answers inquiries and reconciles the accounting problems of vendors and central bureaus.

**TRAINING & EXPERIENCE:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years of professional experience in accounting, internal auditing, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of laws, rules regulation relating to state or non-state accounting or auditing procedures. Ensure compliance with departmental safety rules.

**UNIT:** Financial & Administrative Services/Accounting

**LOCATION:** 2300 S. Dirksen Parkway, Springfield, IL

**SHIFT:** 8:00 a.m. - 4:30 p.m. Monday-Friday / Off Saturday-Sunday

**PAY GRADE:** RC062-16

**SALARY RANGE:** \$3,969-\$5,913

**CONTACT PERSON:** Halie Zulauf, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID FORM TO:** Halie Zulauf, 2300 S Dirksen Pkwy, Room 113, Springfield, IL 62764  
**Fax:** 217/557-3134

**BIDS MUST BE RECEIVED BY:** 4:30 p.m. on February 17, 2015

**POSTED FROM:** February 2, 2015 **TO:** February 17, 2015 **BY** 

\*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

\*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.